



CITY OF LAS VEGAS
1700 North Grand Avenue
Las Vegas, New Mexico 87701
Phone: (505) 454-1401 Fax: (505) 454-8027

PURCHASE ORDER

PO Number: 210592

Date: 09/02/2020

Request #: 280751

Vendor #: 00488

ISSUED TO: SUN RIDGE ELECTRIC AND CONSTRUCTION, LLC
316 TECOLOTE ST.
LAS VEGAS, NM 87701

SHIP TO: City of Las Vegas
Attn: SENIOR CITIZENS CENTER
1700 N Grand Ave
Las Vegas, NM 87701

Vendor Fax #: (000) 000-0000

ITEM	UNITS	DESCRIPTION	PRICE	PROJ	GL ACCOUNT NUMBER	AMOUNT
1	1	Emergency electrical work on breaker box Emergency Electrical work on the wires in breaker box for Las Vegas site. Material and Labor	1,100.00		282-6300-750-7401	99.00
		Emergency Electrical work on the wires in breaker box for Las Vegas site. Material and Labor			282-6200-750-7401	814.00
		Emergency Electrical work on the wires in breaker box for Las Vegas site. Material and Labor			282-6100-750-7401	187.00

DEPARTMENT ORDER

Approved By:

Date:

9/3/2020

SUBTOTAL:	1,100.00
TAX:	0.00
SHIPPING:	0.00
TOTAL	1,100.00

1. Original invoice plus one copy must be sent to: City of Las Vegas, 1700 North Grand Avenue, Las Vegas, NM 87701.
2. Payment may be expected within 30 days of receipt of goods, unless otherwise stated.
3. C.O.D. shipment will not be accepted.
4. Purchase Order numbers must appear on all shipping containers, packing slips and invoices. Failure to comply with the above request may delay payment.
5. All goods are to be shipped F.O.B. Destination unless otherwise stated.
6. All materials and services are subject to approval based on the description on the face of the purchase order or appendages thereof. Substitutions are not permitted without approval of the Requesting Department. Material not approved will be returned at no cost to the City.
7. All goods and equipment must meet or exceed all necessary city, state and federal standards and regulations.
8. Vendor or manufacturer bears risk of loss or damage until property received and/or installed.
9. Seller acknowledges that the buyer is an equal opportunity employer. Seller will comply with all equal opportunity laws and regulations that are applicable to it as a supplier of the buyer.
10. The City is exempt from all federal excise and state tax - ID# 85-6000149

Finance Dept. (505) 454-1401 FAX (505) 454-8027

CITY OF LAS VEGAS REQUISITION FOR PURCHASE

PURCHASE ORDER NO.: 280751

REQUIREMENTS

CHECK APPROPRIATE BOX

DATE: 9/2/20

PURCHASES UNDER RESOLUTION #14-18 STATE PROCUREMENT CODE:

- ☒ \$0 TO \$19,999.99 Best Obtainable Price; Requires 3 telephoned, written, faxed or e-mailed quotes;
☐ \$20,000.00 TO \$59,999.99 Requires 3 written and signed quotes; (Goods or services)
☐ \$60,000.00 AND OVER Formal Process (Requires RFQ, RFP, RFB, etc.)

☐ BID NO.: _____ - _____ AWARDED: ____/____/____; CONTRACT NO.: _____

(RECORD BID NUMBER, AWARDED DATE, AND CONTRACT NUMBER ABOVE)

☐ SPD CONTRACT; SPD NO.: _____ EXPIRES: ____/____/____.

☐ EXEMPT PURCHASE; Provide Section No. _____.

☐ GSA CONTRACT; GSA NO.: _____ EXPIRES: ____/____/____.

☐ PROFESSIONAL SERVICES; _____

☐ SOLE SOURCE: REQUIRES DETERMINATION AND MUST BE POSTED ON CLV WEBSITE FOR 30 DAYS
 PRIOR TO PROCURING GOODS AND/OR SERVICES.

☐ OTHER CITY CONTRACT: NO: _____ EXPIRES ____/____/____

☒ EMERGENCY; _____ SECTIONS 13-1-127 STATE PROCUREMENT CODE

STATEMENT OF NEED: (Must Complete)

Emergency Electrical Work on Breaker Box

IN COMPLIANCE WITH THE PROCUREMENT CODE #14-18 THE FOLLOWING QUOTES WERE OBTAINED

DATE	NAME OF VENDOR	PHONE NUMBER	PERSON CONTACTED	PRICE QUOTED

(If needed, attach additional quote documentation to this requisition)

LINE	QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	SUB TOTAL
1			Material & Labor		\$1,100.00
			For Emergency		
			Electrical Work		

VENDOR: Sun Ridge Electric

TOTAL: \$ 1,100

ADDRESS:

NM CRS NO.:

FEDERAL TAX NO.:

I CERTIFY THAT THIS PURCHASE IS NECESSARY AND THAT THE REQUESTED ITEMS WILL BE PURCHASED AT THE LOWEST BID OR BEST OBTAINABLE PRICE.

BUDGET \$ _____

EXPENDED TO DATE \$ _____

CURRENT EXPENSE \$ _____

BALANCE \$ _____

SIGNATURE OF PERSON REQUESTING

280-6100-750-7401 187.00 - 17%

280-6100-750-7401 814.00 - 74%

280-6100-750-7401 99.00 - 9%

FUND

DEPARTMENT

ACTIVITY

APPROVED BY: [Signature] 9-2-20 BUDGET AVAILABLE YES: X NO: _____

WHITE COPY: ACCOUNTS PAYABLE

YELLOW COPY: PURCHASING

PINK COPY: DEPARTMENT



City of Las Vegas

1700 N. Grand Avenue | Las Vegas, NM 87701 | T 505.454.1401 | lasvegasnm.gov

Mayor Louie A. Trujillo

EMERGENCY JUSTIFICATION

To: Helen Vigil, Purchasing Agent

From:


Wanda Salazar, Senior Center Manager

Re: Fire in Breaker Box

Date: September 2, 2020

On Monday, August 31, 2020, an electrical fire boomed in the breaker box. Please see attached picture. The wires in the breaker box started on fire. At the time of the big boom in the breaker box, it was not known the cause. In order to assure continuation of services, an Electrician had to be called in immediately. Please see attached picture of the Breaker Box burnt area.

It seems the connections for the new dishwasher were set up incorrectly which caused the overload, as per Sun Ridge Electric. The emergency is that the Senior Center is feeding 500-700 people per day. Mounds of dirty dishes are being produced. In order to continue feeding seniors, for the sanitation of the center, and to comply with the timing of staff coverage due to the COVID related flex schedules, getting the electrical issues fixed in that breaker box were an emergency.

David Ulibarri
Councilor Ward 1

Michael L. Montoya
Councilor Ward 2

Joseph P. Baca
Councilor Ward 3

David G. Romero
Councilor Ward 4

STATE OF NEW MEXICO
EMERGENCY DETERMINATION FORM

The emergency procurement method (NMSA 1978, Section 13-1-127) may only be used when there exists a threat to public health, welfare, safety or property requiring procurement under emergency conditions. The existence of the emergency condition creates an immediate and serious need for services, construction or items of tangible personal property that cannot be met through normal procurement methods and the lack of which would seriously threaten:

1. the functioning of government;
2. the preservation or protection of property; or
3. the health or safety of any person.

I. Name of Agency: City of Las Vegas

Agency Chief Procurement Officer:

Helen Vigil, Procurement Agent

Telephone Number: 505-454-1401

Ext 1106

II. Name of Contractor:

Sun Ridge Electric and

Construction, LLC

Mike

316 Tecolote Street

Las Vegas, NM 87701

505-425-5777

Amount of prospective contract:

\$1,100.00 for the breaker and labor

License # 382591

Term of prospective contract: Until

repaired

- III. Please thoroughly list the services (scope of work), construction or items of tangible personal property of the contract:

The Breaker box at the Las Vegas Site must have shorted out. A large boom was heard. Immediately called different Electricians. After many attempts, Sun Ridge Electric was the first to respond and commit. Monday at about 1pm, Sun Ridge – Mike, found a few lines in the breaker box had blown up. He ordered the parts to repair it. The parts will not be in till Friday.

- IV. Provide an explanation for the justification of the procurement including a description of the emergency condition(s) requiring use of emergency procurement and the practicable competition utilized in compliance with NMSA 1978, Section 13-1-127.

The wires in the breaker box started on fire. At the time of the big boom in the breaker box, it was not known the cause. In order to assure continuation of services, an Electrician had to be called in immediately. Please see attached picture of the Breaker Box burnt area.

It seems the connections for the new dishwasher were set up incorrectly which caused the overload, as per Mike. The emergency is that the Senior Center is feeding 500-700 people per day. Mounds of dirty dishes are being produced. In order to continue feeding seniors, for the sanitation of the center, and to comply with the timing of staff coverage due to the COVID related flex schedules, getting the electrical issues fixed in that breaker box were an emergency.

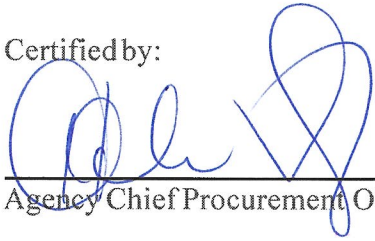
- V. Please describe what measures are being taken to minimize the duration and effect of this particular emergency procurement (for example: is the emergency only in place until a competitive process can be completed, etc.).

This emergency duration is till the Breaker Box is repaired which should be Friday, September 4, 2020.

- VI. Describe what measures the Agency will take in the future to prevent/mitigate use of an emergency procurement under similar circumstances.

There is no way to get around this emergency purchase. It was not known the breaker wires would blow up as it did. Dennis Sena, Maintenance Tech II, does regular maintenance. This was a fluke situation that could not have been foreseen.

Certified by:

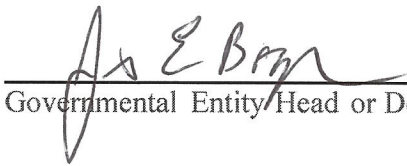


Agency Chief Procurement Officer

Date:

9/2/2020

Agency Approval by:



Governmental Entity Head or Designee

Date:

9-2-20





Helen Vigil <hvigil@lasvegasnm.gov>

Emergency - Electrical

1 message

Wanda Salazar <wsalazar@lasvegasnm.gov>
To: Helen Vigil <hvigil@lasvegasnm.gov>
Cc: "Joyce L. Romero" <jlromero@lasvegasnm.gov>

Wed, Sep 2, 2020 at 3:41 PM

Good afternoon Helen,
Please allow Joyce Romero, Assistant Manager, to sign the requisition submitted for the Emergency Electrical Work. With the chaos of the day, my signature was forgotten. I am at home at this time and will be working from home until Friday. Joyce can sign it immediately, which would allow for processing quicker.

If you have any questions, please call me at 505-617-5069. Thank you

Wanda

Wanda Renay Salazar, BSW

Senior Center Manager

City of Las Vegas

Email: wsalazar@lasvegasnm.gov

Phone: 505-425-9139

Fax: 505-425-9587

Cell: 505-617-5069

" The City of Las Vegas values responsiveness and commits to respond to all email and phone calls within 24 hours"

"The happiest people don't necessarily have the best of everything; they just make the best of everything they have" Five simple rules to be happy: 1. Free your heart from hatred.2. Free your mind from worries, 3. Live simply, 4. Give more, 5. Expect less! Things are to be used, but People are to be loved ... Be yourself....This is the only day we HAVE - unknown

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Helen Vigil <hvigil@lasvegasnm.gov>

QUOTE

4 messages

Helen Vigil <hvigil@lasvegasnm.gov>

Wed, Sep 2, 2020 at 4:10 PM

To: "Joyce L. Romero" <jlromero@lasvegasnm.gov>, Wanda Salazar <wsalazar@lasvegasnm.gov>

For your emergency requisition you guys did not attach the quote. Please send me a copy ASAP so I can move forward with the PO. Please keep in mind this requisition has a time limit that we must meet.

Thank You
Helen Vigil
Procurement Officer
City of Las Vegas
505-454-1401 ext 1106
hvigil@lasvegasnm.gov

Wanda Salazar <wsalazar@lasvegasnm.gov>

Wed, Sep 2, 2020 at 4:33 PM

To: hvigil@lasvegasnm.gov

Your message

To: Wanda Salazar
Subject: QUOTE
Sent: 9/2/20, 4:10:56 PM MDT

was read on 9/2/20, 4:33:57 PM MDT

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Wanda Salazar <wsalazar@lasvegasnm.gov>

Wed, Sep 2, 2020 at 4:34 PM

To: Helen Vigil <hvigil@lasvegasnm.gov>

Cc: "Joyce L. Romero" <jlromero@lasvegasnm.gov>

Hi Helen, a verbal quote was given. Mike from Sun Ridge gave me a verbal estimate of the cost. The parts were ordered and the work is supposed to be completed on Friday. He will give me an invoice at that time. Do you still want a quote even though it may be different than the actual cost? There is a lot of assumptions that are going into the \$1100 to include parts needed and estimated time to repair..

Please advise on how to proceed. Thank you

Wanda

Wanda Renay Salazar, BSW

Senior Center Manager

City of Las Vegas

Email: wsalazar@lasvegasnm.gov

Phone: 505-425-9139

Fax: 505-425-9587

Cell: 505-617-5069

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Helen Vigil <hvigil@lasvegasnm.gov>

Wed, Sep 2, 2020 at 4:53 PM

To: Wanda Salazar <wsalazar@lasvegasnm.gov>

I will use your email as my back up.

Thank You
Helen Vigil
Procurement Officer
City of Las Vegas
505-454-1401 ext 1106
hvigil@lasvegasnm.gov

[Quoted text hidden]